



## **EXECUTIVE ASSISTANT TO CITY ADMINISTRATION / SENIOR EXECUTIVE ASSISTANT TO CITY ADMINISTRATION**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative duties in providing staff assistance to the City Manager, Assistant City Manager, Mayor, and/or Community Relations Manager.

### **Supervision Received and Exercised:**

Receives general supervision from management staff.

May exercise direct or functional supervision over assigned administrative assistant staff.

### **Distinguishing Characteristics:**

Both levels of the Executive Assistant to City Administration classification are distinguished from the Executive Assistant classification by providing complex administrative assistance to the City Manager, Mayor, or Community Relations Manager and through working with confidential information of a city-wide impact.

**Executive Assistant to City Administration** - This is the executive-level for the City's administrative assistant classifications. Employees at this level may initially receive instruction and/or assistance as they familiarize themselves with the operating procedures and policies of the executive-level office. Appointment to the Senior Executive Assistant to City Administration requires that the employee perform the full range of executive assistant duties for a minimum of one year along with meeting the educational requirements or its equivalent.

**Senior Executive Assistant to City Administration** - This is the advanced executive-level class within the Executive Assistant to City Administration flexible series. Employees within this class are distinguished from the Executive Assistant to City Administration by the amount of practical work experience in this flexible classification series along with meeting the educational requirements or its equivalent. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the executive-level office. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of

*Effective July 2001*

*Effective April 2004 (changed to unclassified)*

*Revised August 2006 (Job Title and some changes to the descriptions and duties)*

## CITY OF TEMPE

Executive Assistant to City Administration /

Senior Executive Assistant to City Administration (continued)

Executive Assistant to City Administration after a minimum of one year experience.

Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class as determined by the City Manager, Assistant City Manager, Mayor, or Community Relations Manager.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Manager, Assistant City Manager, Mayor, or Community Relations Manager. Conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports.
- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Serve as administrative support for various Boards and Commissions; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.
- Participate in office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; schedule meetings and public appearances for the City Manager, Assistant City Manager, Mayor, or Community Relations Manager; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; and coordinate recruitment process with human resources.

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- May participate in the selection of staff; may provide or coordinate staff training; may work with employees to correct deficiencies; may implement discipline procedures.
- Prepare graphic presentations as required; may edit, format, design and maintain WebPages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Perform other related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

##### **Executive Assistant to City Administration**

Three years of responsible administrative experience, preferably in a public agency.

##### **Senior Executive Assistant to City Administration**

Four years of responsible administrative experience, preferably in a public agency, including one year at the entry-level Executive Assistant to City Administration.

#### **Training:**

##### **Executive Assistant to City Administration**

Equivalent to an Associate's Degree from an accredited college or university with major course work in public administration, business administration, political science or a related field.

##### **Senior Executive Assistant to City Administration**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or a related field.

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Senior Executive Assistant to City Administration (continued)

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 1111/1112

FLSA: Exempt

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